



FOOD ADMINISTRATOR I,  
(CORRECTIONAL FACILITY)  
Final Filing Date: Continuous

OPEN – SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION  
SPOT EXAMINATION FOR:

SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is: **JANUARY - DECEMBER**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678) to one of the address(es) indicated on the attached listing of Local Testing Offices. Candidates may only establish eligibility in one location. Application may be filed in person or by mail. Please indicate in Block 1 of your application the location where you wish to establish eligibility.

If you are personally delivering your application(s), you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited

**NOTE:** Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Each testing office will accept applications continuously and will notify and test applicants as needs warrant. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) Salary for Adult and Juvenile Institutions, as of September 6, 2007  
\$4,193.00 - \$5,097.00 Per Month

- BENEFITS
- Deferred Compensation Plans (Savings pool, 401K and 457 plan)
  - \$100 monthly Bilingual Differential Pay
  - 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
  - 75% Reimbursement of Public Transit Passes, \$65 maximum per month
  - Flexible work hours (Management discretion)
  - Pre-tax parking (Where applicable)
  - Fourteen (14) paid holidays (personal holiday available after six months of employment)
  - Generous paid vacation/sick leave or annual leave
  - Jury duty/military/bereavement leave
  - Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
  - Pre-retirement death benefit
  - Dependent Care Program
  - Long Term Insurance (CalPERS)
  - Home Loan Program (CalPERS)
  - Legal Services
  - Employee Assistance Program
  - Work and Family Advisory Committee
  - Evening and Night Shift Differential Pay
  - Institution Worker Supervision Pay Differential
  - California Public Employees' Safety Retirement System (Exempt from paying into Federal Social Security System)

**Note:** The compensation listed above may be changed as a result of legislation, revision to the Bargaining Unit 15 Memorandum of Understanding (MOU), or other State action. Should there be a conflict between this document and changes in the requirements of law, State policy, or Unit 15 MOU, the latter will control.

MINIMUM QUALIFICATIONS Either I  
One year of experience in California state service performing the duties of a Dietitian.

Or II  
**Experience:** One year of experience in a hospital as a dietitian, nutritionist, or food service manager, with responsibility for the technical direction of a group of diet pantry employees. **and**

**Education:** Equivalent to graduation from college and completion of an approved internship in institutional management or dietetics. (Membership in the American Dietetic Association or eligibility for such membership may be substituted for the required internship.)

Or III  
**Experience:** Three years of experience as dietitian, nutritionist, or food service manager with

MINIMUM  
QUALIFICATIONS  
(CONTINUED)

responsibility for the technical direction of a group of dietary unit employees, one year of which must have been under the supervision of a professionally trained dietitian. **And**

**Education:** Equivalent to graduation from college with a Bachelor’s Degree in Foods, Nutrition, or Institution Management.

**Special Personal Characteristics:** Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**NOTE:** Equivalent to graduation from college refers to a Bachelor’s degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor’s degree.

**Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.**

EXAMINATION  
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

**Scope:**  
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
  1. Principles and practices of nutrition and dietetics
  2. Food-handling sanitation and the sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas
  3. Effective personnel management practices
  4. Food accounting
  5. Use of purchase orders for food and equipment
  6. Preparation and use of recipes in a food control program
  7. Principles and practices of quantity cooking
  8. Training methods
  9. Specifications and plans for suitable buildings, working areas, and equipment for culinary departments
  10. The Department’s Equal Employment Opportunity Program objectives
  11. A supervisor’s role in Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives
- B. **Skill in:**
  1. Judging food quality
- C. **Ability to:**
  1. Communicate effectively
  2. Apply the principles and practices of nutrition and dietetics
  3. Plan, organize, and direct the work of others
  4. Adjust rations to changing needs
  5. Keep inventories and make requisitions
  6. Apply the principles and practices of quantity cooking
  7. Plan and conduct in-service training programs
  8. Analyze situations accurately and adopt an effective course of action
  9. Keep records and prepare reports
  10. Effectively contribute to the Department’s Equal Employment Opportunity Program objectives

**If conditions warrant**, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST  
INFORMATION

The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION  
DESCRIPTION

A Food Administrator I (Correctional Facility), under direction, either (1) in a small correctional facility, plans, directs, and coordinates all food service and dietary activities, or (2) in a large State correctional facility plans, organizes, and directs the therapeutic diet program; organizes and conducts training

POSITION DESCRIPTION CONTINUES	<p>programs for food service personnel; as assigned, assists in the administration of the food service department; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; and does other related work.</p> <p>Position(s) exist with the institution(s) within the Department of Corrections and Rehabilitation.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application." You will be contacted to make specific arrangements.</p>
VETERANS POINTS/ CAREER CREDITS	<p>Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.</p>

GENERAL INFORMATION

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

Department of Corrections and Rehabilitation Adult Facilities

**NOTE:** If you are interested in working at a juvenile facility, please submit your Examination Application (Std. Form 678) to the **Department of Corrections and Rehabilitation's, Office of Selection Services, P.O. Box 942883, 1515 “S” Street, Room 522-N, Sacramento, CA 94283-0001**. Telephone Numbers: (916) 322-2545 Toll Free (866) 232-5627.

AVENAL STATE PRISON P.O. BOX 8 #1 Kings Way Avenal, CA 93204 (559) 386-0587 EXT. 5082 TDD: (800) 735-2929	CALIFORNIA STATE PRISON, LOS ANGELES COUNTY Attn: Personnel Office 44750 60 <sup>th</sup> Street West Lancaster, CA 93536-7620 (661) 729-2000 EXT. 5229 TDD: (800) 735-2929	KERN VALLEY STATE PRISON 3000 West Cecil Avenue Delano, CA 93216 (661) 721-6300 EXT. 5602 TDD: (800) 735-2929
CALIFORNIA CORRECTIONAL CENTER P.O. BOX 790 711-045 Center Road Susanville, CA 96127-0001 (530) 257-2181 EXT. 4397 TDD: (800) 735-2929	CALIFORNIA STATE PRISON, SACRAMENTO Prison Road P.O. BOX 290010 Represa, CA 95671-0010 (916) 985-8610 EXT. 5336 TDD: (800) 735-2929	DEUEL VOCATIONAL INSTITUTION P.O. BOX 400 23500 Kasson Road Tracy, CA 95378-0400 (209) 835-4141 EXT. 5635 TDD: (800) 735-2929
CALIFORNIA CORRECTIONAL INSTITUTION P.O. BOX 1031 24900 Highway 202 Tehachapi, CA 93581 (661) 822-4402 EXT. 4223 TDD: (800) 735-2929	CALIFORNIA STATE PRISON, SAN QUENTIN San Quentin, CA 94964-1086 (415) 454-1460 EXT. 5021 TDD: (800) 735-2929	FOLSOM STATE PRISON Attn: Personnel/Testing Office P.O. BOX 910 Folsom, CA 95763 (916) 985-2561 EXT. 4785 TDD: (800) 735-2929
CALIFORNIA INSTITUTION FOR MEN P.O. BOX 128 14901 Central Avenue Chino, CA 91710 (909) 597-1821 EXT. 4440 TDD: (800) 735-2929	CALIFORNIA STATE PRISON, SOLANO P.O. BOX 4000 2100 Peabody Road Vacaville, CA 95696-4000 (707) 451-0182 EXT. 5557 TDD: (800) 735-2929	HIGH DESERT STATE PRISON P.O. BOX 270220 Susanville, CA 96127-0220 475-750 Rice Canyon Road Susanville, CA 96130 (530) 251-5100 EXT. 5633 TDD: (800) 735-2929
CALIFORNIA INSTITUTION FOR WOMEN P.O. Box 6000 Corona, CA 92878-6000 16756 Chino-Corona Road Corona, CA 92880-9508 (909) 597-1771 EXT. 5530 TDD: (800) 735-2929	CALIPATRIA STATE PRISON P.O. BOX 5001 7018 Blair Road Calipatria, CA 92233 (760) 348-7000 EXT. 5229 TDD: (800) 735-2929	IRONWOOD STATE PRISON P.O. Box 2229 19005 Wiley’s Well Road Blythe, CA 92226 (760) 921-3000 EXT. 5403 TDD: (800) 735-2929
CALIFORNIA MEDICAL FACILITY P.O. Box 2000 1600 California Drive Vacaville, CA 95696-2000 (707) 453-7082 TDD: (800) 735-2929	CENTINELA STATE PRISON P.O. BOX 731 2302 Brown Road Imperial, CA 92251 (760) 337-7900 EXT. 5218 TDD: (800) 735-2929	MULE CREEK STATE PRISON P.O. Box 409099 4001 Highway 104 Ione, CA 95640 (209) 274-4911 EXT. 5261 TDD: (800) 735-2929
CALIFORNIA MEN’S COLONY P.O. Box 8101 Highway 1 San Luis Obispo, CA 93409-8101 (805) 547-7900 EXT. 7943 TDD: (800) 735-2929	CENTRAL CALIFORNIA WOMEN’S FACILITY P.O. BOX 1501 23370 Road 22 Chowchilla, CA 93610-1501 (559) 665-5531 EXT. 5041 TDD: (800) 735-2929	NORTH KERN STATE PRISON P.O. Box 5007 2737 West Cecil Avenue Delano, CA 93216-0567 (661) 721-2345 EXT. 5325 TDD: (800) 735-2929
CALIFORNIA REHABILITATION CENTER P.O. BOX 1841 5 <sup>th</sup> and Western Norco, CA 92860 (951) 273-2945 TDD: (800) 735-2929	CHUCKAWALLA VALLEY STATE PRISON P.O. BOX 2289 Blythe, CA 92226 19025 Wiley’s Well Road Blythe, CA 92225 (760) 922-5300 EXT. 5202 TDD: (800) 735-2929	PELICAN BAY STATE PRISON P.O. BOX 7200 5905 Lake Earl Drive Crescent City, CA 95532-7200 (707) 465-9028 TDD: (800) 735-2929
CALIFORNIA STATE PRISON, CORCORAN P.O. BOX 8800 4001 King Avenue Corcoran, CA 93212-8309 (559) 992-8800 EXT. 5009 TDD: (800) 735-2929	CORRECTIONAL TRAINING FACILITY P.O. BOX 686 Highway 101 North Soledad, CA 93960-0686 (831) 678-3951 EXT. 4570 TDD: (800) 735-2929	PLEASANT VALLEY STATE PRISON P.O. BOX 8506 24863 West Jayne Avenue Coalinga, CA 93210-1135 (559) 935-4966 TDD: (800) 735-2929
RICHARD J. DONOVAN CORRECTIONAL FACILITY 480 Alta Road San Diego, CA 92179 (619) 661- 7868 TDD: (800) 735-2929	SALINAS VALLEY STATE PRISON P.O. BOX 1020 31625 Highway 101 Soledad, CA 93960-1020 (831) 678-5500 EXT. 5565 TDD: (800) 735-2929	SIERRA CONSERVATION CENTER P.O. BOX 497 5100 O’Byrnes Ferry Road Jamestown, CA 95327 (209) 984-5291 EXT. 5137 TDD: (800) 735-2929
SUBSTANCE ABUSE TREATMENT FACILITY & STATE PRISON at CORCORAN P.O. BOX 7100 900 Quebec Avenue Corcoran, CA 93212-7100 (559) 992-7100 EXT. 5646 TDD: (800) 735-2929	VALLEY STATE PRISON FOR WOMEN P.O. BOX 99 21633 Avenue 24 Chowchilla, CA 93610-0099 (559) 665-6100 EXT. 5603 TDD: (800) 735-2929	WASCO STATE PRISON RECEPTION CENTER P.O. BOX 8800 701 Scofield Avenue Wasco, CA 93280-8800 (661) 758-8400 EXT. 5192 TDD: (800) 735-2929